

Frequently Asked Questions

- Why is this change necessary?

IC 4-13-2-14.1 requires all agencies with Indiana government to implement this new contracting process.

- What is this new process?

This new contracting process enables governmental agencies to send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use and rely upon electronic records and electronic signatures.

All electronic contracting will use the PeopleSoft Supply Contract Management (SCM) module. SCM integrates with PeopleSoft Financials (branded ENCOMPASS by the State) to serve as the State's official book of record for all business transactions.

- How does SCM benefit me?

SCM has been designed to streamline the state contracting process from contract generation through activation. Although the Attorney General's office by statute is granted 45 days to review all contracts, most contracts that have used the SCM system have been created and fully approved within just a few days.

DCS often allows providers to begin or continue providing services to clients prior to the contract being fully authorized. This means that providers are working at-risk up to the point of a contract being completely signed. Traditionally, this "at-risk" period lasts approximately 3 to 4 weeks. With this new system, that "at-risk" time frame is virtually eliminated.

The SCM system also benefits providers financially. First, all records are retained and accessed electronically, reducing costs associated with printing out lengthy agreements and referenced exhibits and attachments. Second, providers save on postage and travel expenses associated with returning the "originally-signed" agreement back to DCS.

- What do I need to do?

Encompass (PeopleSoft) and SCM are accessible only through the State's Supplier Portal administered by the Indiana Department of Administration. Each provider is required to complete the State's bidder registration process and obtain a unique PeopleSoft identification password for this site.

Simply visit <http://www.in.gov/idoa/2464.htm>. If you have never registered as a bidder, please click the “Create New Bidder Profile” link. If you have registered previously, please update your profile by selecting the “Update Your Bidder Profile” link. A step by step visual guide is also available for creating your profile.

All providers are encouraged to do this prior to October 31st to promote a smooth transition and prevent delays in future contract actions.

- Will I need any special equipment or programs?

Providers likely have all of the necessary tools on-hand to participate. You will only need a computer, internet access, and Adobe Reader. Adobe can be downloaded for free via the supplier’s password protected portal.

- Will I receive additional information and guidance on how this works?

As DCS gets closer to our projected “go-live” date of October 31st, we will provide you with more information pertaining to how the system works and links to user-guides to help you through the transition process.